## Tips for your online presentation

<table>
<thead>
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<th>Step</th>
<th>Description</th>
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| 1    | **Start from basics**  
- Make sure your internet connection is strong  
- Check if your device is charged or correctly plugged into power source  
- Close any confidential documents or windows on your device that you don’t wish to share |
| 2    | **Limit your distractions**  
- Close your windows if you are living in a busy area  
- Put your phone on silent mode  
- Turn-off your computer applications and notifications that may pop-up  
- Warn your family and housemates that you will be recording |
| 3    | **Sound is key**  
- Please sit close to the microphone, it would be best to use headset with microphone or headphones with microphone  
- Avoid large, empty spaces – they may create echo |
| 4    | **Get good light**  
- Natural lightening is the best, so sit in front of the window  
- If you are recording in the evening/afternoon put general light on and add your desk lamp |
| 5    | **Check your surroundings**  
- Make sure your office/room is tidy  
- Choose a neutral background that will not distract your viewers  
- Avoid sitting in a swivel chair |
| 6    | **Check yourself**  
- Dress to feel comfortable and follow the usual dress code that you would choose while presenting live  
- Set up your camera on eye-level. In such setting you will avoid people seeing your forehead or nostrils |